

**Microsoft Publisher 2010 Project 5**

**Project Overview:**

In this project, students will learn how to work with formatting elements available in Microsoft® Publisher 2010.

**Project Goals:**

The goal of this project is to help students learn to work with intermediate formatting elements that are available in Microsoft Publisher 2010. Students will learn to use design and formatting elements to enhance text in text boxes.

**Institution type:**

High School

**Skills covered:**

After successfully completing this project, students will be able to:

* Work with Publisher Styles
* Work with Columns in a Publication
* Work with Text Boxes



**Student Assignment:**

Summer is approaching and many of the students at your school are beginning to think about finding a summer job. As one of student assistants in your school’s Student Counseling Center, you have been asked to design a newsletter style publication to help students organize their summer job search. The Center director has asked you to create a job search tips newsletter that will be placed in the Student Counseling Center and shared with students who ask for help in finding a good summer job.

Create a one page newsletter using the following information:

1. Use the text copy in the Project5\_studentdata document to create a newsletter using any template style that you choose.
2. Choose a style from the style gallery.
3. Allow for column and text overflows.
4. Use a drop cap and reverse text to capture the reader’s attention.
5. Remove any unused sections of the newsletter template.
6. Use Spelling and Grammar check to verify accuracy in the publication.
7. Save the publication with the filename *Project5\_complete* in the appropriate storage location.
8. Close the publication and Microsoft® Publisher 2010.